



## **CAREER OPPORTUNITY**

### **U.S. DEPARTMENT OF TRANSPORTATION FEDERAL RAILROAD ADMINISTRATION (FRA)**

**ANNOUNCEMENT NUMBER:** FRA-06-38N  
**POSITION TITLE:** Director, Office of Financial Management  
ES-0505  
**SALARY RANGE:** \$109,808 to \$165,200 per annum  
**POSITION LOCATION:** Federal Railroad Administration  
Office of Financial Management and  
Administration  
Washington, D.C.  
**AREA OF CONSIDERATION:** All Sources  
**OPENING DATE:** June 22, 2006  
**CLOSING DATE:** August 7, 2006  
**NUMBER AND TYPE:** One Full-Time Permanent Position

**Due to U.S. mail delays, it is recommended that you fax, use a professional delivery service (i.e., FedEx, UPS, etc.), email, or personally deliver your application to ensure timely receipt. Refer to the section below “Where to Send Your Application” for further details on submitting your application.**

#### **DOT is an Equal Opportunity Employer**

All qualified applicants will be considered regardless of political affiliation, race, color, religion, national origin, sex, sexual orientation, marital status, age, disability, or other non-merit factors. DOT provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please contact Marcella Mullins at (202) 493-6114, or TDD at (202) 493-6487 or 6488, or via email at [marcella.mullins@dot.gov](mailto:marcella.mullins@dot.gov). Decisions on granting reasonable accommodation will be made on a case-by-case basis.

**Why Work For Us?** Transportation impacts every facet of American life, providing people access to work, school, loved ones, and nature's rich bounty. The U.S. Department of Transportation is committed to transportation excellence and strives to create the best possible integrated air, land, and sea transportation system for America. As a DOT employee, you will become a part of the dedicated workforce who works day-to-day to make measurable improvements in our transportation system, the security of our nation, and the quality of American life.

The Federal Railroad Administration, an Operating Administration under the Department of Transportation, was created to promote and enforce safety throughout the U.S. railroad system, rehabilitate the Northeast Corridor rail passenger services, consolidate Federal support for rail transportation, and support research and development for rail transportation for passengers, railroad employees and the general public. The FRA administers financial assistance programs for freight railroads under the Railroad Rehabilitation and Improvement Financing (RRIF) Program, conducts research and development in support of improved railroad safety and national rail transportation policy, and manages the continuing responsibilities regarding the fiscal health of Amtrak and the improvement of passenger rail services. FRA programs are funded under several legislative authorizations using varying types of funding mechanisms.

**Summary Of Duties:** The Director, Office of Financial Management serves as the Deputy Chief Financial Officer and manager, integrator, consultant and advisor on all FRA financial management and budgetary matters, including the availability of appropriations and allocation of Federal aid and other railroad program funds, audit issues, financial management initiatives, and any matter that could affect the financial resources of FRA. The Deputy CFO assists the CFO in providing executive direction and leadership to a comprehensive financial management program for ensuring the effective operation of the budget process, proper utilization of and accounting for the FRA's resources, and up-to-date information on the status of program funds. As a strategic business partner who is vital to agency operations, the Deputy CFO provides financial advisory services to all levels of FRA management that serve to ensure efficient and effective program delivery. In addition, the Deputy CFO will bring a business perspective to the table to assist program managers in making sound decisions and to ensure FRA's mission is executed in accordance with its performance plan.

**Qualifications For The Position:** You must meet the technical and managerial qualification factors identified below. Your application must demonstrate that you possess these qualifications. Please provide examples that are clear, concise, and emphasize your level of responsibilities, scope, and the complexity of programs managed, program accomplishments with results of your actions, policy initiatives and level of contacts. All qualified candidates will be evaluated on the relevance of their experience, leadership, accomplishments, recognition, education, and outside activities in relation to the following ten factors that are necessary to successfully perform the duties of this position. Interviews, qualification inquiries, and references may be required as part of the evaluation process.

### **Technical Factors:**

1. Knowledge of, and experience in, Federal budgeting, financial concepts, practices and principles; and project management.
2. Knowledge of, and experience in, leading the development of annual financial performance plans and reports, including goal setting, performance measurement and accountability concepts as set forth by the Government Accounting Office (GAO).
3. Knowledge of, and experience in, addressing and resolving complex financial audit issues and findings.
4. Knowledge of, and experience in, Federal-aid funding mechanisms, including grants management.
5. Knowledge of, and experience in providing leadership, executive direction, supervision and mentoring of staff, and furthering equal employment opportunities throughout all areas of an Office, and including the effective management of diversity.

**Managerial Factors:** Additional information regarding the following five Executive Core Qualifications (ECQs) listed below is available on the Office of Personnel Management's SES website at [www.opm.gov/ses/index.html](http://www.opm.gov/ses/index.html). (You must clearly demonstrate progressively responsible experience and proficiency in **all** five executive core qualifications listed below.)

**1. Leading Change:** The ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values, and other factors. Inherent to this ECQ is the ability to balance change and continuity; to continually strive to improve customer service and program performance within the basic Government framework; to create a work environment that encourages creative thinking; and to maintain focus, intensity, and persistence, even under adversity.

**2. Leading People:** The ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals.

**3. Results Driven:** Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies.

**4. Business Acumen:** The ability to acquire and administer human, financial, material, and information resources in a manner that instills public trust and accomplishes the organization's mission, and the ability to use new technology to enhance decision-making.

**5. Building Coalitions/Communication:** The ability to explain, advocate, and express facts and ideas in a convincing manner and to negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other

organizations and to identify the internal and external politics that impact the work of the organization.

**Position Status/Conditions of Employment:** This is a Career-Reserved position in the Senior Executive Service (SES). As a condition of employment, you will be required to enter the SES if not already a member. If you are selected for this position you will be required to have your managerial qualifications approved by the U.S. Office of Personnel Management, unless you are a member of the SES with career status or have successfully completed an SES Candidate Development Program. New SES members are required to serve a one-year probationary period. If you are selected for this position, you will be subject to the Department of Transportation's Standards of Conduct and will be required to file a public financial disclosure report within 30 days of entry on duty.

**Employee Benefits:** The Federal Government offers excellent benefits, flexible work schedules and family-friendly programs. You will receive paid annual leave and sick leave. This is a permanent position and you will be eligible for retirement, health insurance, life insurance and long term care insurance. A brief summary of the Federal benefits for permanent employees can be found at [www.usajobs.opm.gov/EI61.htm](http://www.usajobs.opm.gov/EI61.htm).

### **Additional Information:**

- If you are a United States male between the ages of 18 and 26 or were born after December 31, 1959, certification is required at the time you are employed that you have registered with the Selective Service for the draft, unless Selective Service has approved a waiver for you.
- Applicants must meet the qualification requirements by the closing date of the announcement.
- If you are selected or among the best qualified candidates for this position, you will be subject to a determination of your suitability for Federal employment.
- Before being hired you will be required to sign and verify the accuracy of the information in your application if you have not done so using an application form such as the OF 612.
- No moving, travel or transportation expenses will be provided by the Federal Railroad Administration.
- The FRA has determined that seniority rights, leaves of absence, and reemployment rights generally constitute an actual or an appearance of a conflict of interest. New employees may be required to divest themselves of such rights immediately upon hire if these rights are determined to constitute an actual or appearance of a conflict of interest. No waivers of this requirement will be granted.
- FRA employees are prohibited from owning railroad stock, except, under certain circumstances, as part of a diversified mutual fund.

## **How To Apply For This Position**

- You must submit a current resume, an Optional Application for Federal Employment (OF-612), or any other application document you choose that includes sufficient information to demonstrate that you possess the quality and years of experience as specified under the qualification requirements. Required information is listed in the section below labeled “Here’s What Your Application Must Contain.”
- You must submit a narrative statement that briefly addresses each of the 5 technical and 5 managerial factors and in the same order as they are listed above. The narrative statement provides you an opportunity to relate your background to the specific demands of the position. Failure to provide the specific information in the narrative statement may result in your receiving a lower rating or no rating in the evaluation process.
- You must submit a performance appraisal or equivalent (if available).

## **Where To Send Your Application**

- You may **mail or deliver** your application to:  
Federal Railroad Administration  
Office of Human Resources  
1120 Vermont Avenue, NW, 6<sup>th</sup> Floor  
Washington, DC 20590.  
Applications mailed in a Government envelope will not be accepted.
- You may email your application package to [nancy.coyle@dot.gov](mailto:nancy.coyle@dot.gov).
- You may fax your application to our fax number at 202/493-6169. We will not accept applications faxed from a Federal Government fax machine.
- ALL application forms and narrative statements must be in our office or postmarked by the closing date of the announcement.

**Contact Information:** If you have any questions regarding this announcement, please contact Nancy Coyle, FRA Office of Human Resources, at (202) 493-6119, or at [nancy.coyle@dot.gov](mailto:nancy.coyle@dot.gov).

This announcement, forms, and additional information regarding Federal employment are available on the Office of Personnel Management’s website at [www.usajobs.opm.gov](http://www.usajobs.opm.gov).

If you need a copy of this announcement in an alternative format to accommodate a disability, please contact Marcella Mullins at [marcie.mullins@fra.dot.gov](mailto:marcie.mullins@fra.dot.gov), on 202/493-6114 or at the TDD number 202/493-6487 or 6488.

## HERE'S WHAT YOUR APPLICATION MUST CONTAIN

### JOB INFORMATION

- Announcement number and title of the position

### PERSONAL INFORMATION

- Full name
- Mailing address (with Zip Code)
- Social Security Number
- Country of citizenship (Most Federal jobs require United States citizenship)
- Federal employees & Reinstatement eligibles (**Attach SF-50**)
- Highest Federal civilian grade held

### EDUCATION

- High School name, city, state, and date of diploma or GED
- College/University names, city, and state
- Major(s)
- Type and year of degree(s) received

### WORK EXPERIENCE

(paid and unpaid)

- Job Title
- Duties and accomplishments
- Employer's name and address (indicate if we may contact your current supervisor)
- Supervisor's name and telephone number
- Starting and ending dates (month and year)
- Hours per week
- Salary and/or Grade (GS-or equivalent)

### OTHER QUALIFICATIONS

- Job-related training courses (title and year)
- Job-related skills (e.g., foreign languages, computer software/hardware, etc.)
- Job-related certificates and licenses (current only)
- Job-related honors, awards, and special accomplishments (e.g., memberships in professional or honor societies, leadership activities, public speaking, performance awards and publications) (give dates)

**Privacy Act Requirements:** The forms referenced in this announcement are used to determine applicants' qualifications for the position and are authorized under 5 U.S.C. 3302 and 3361.

Para mas informacion en espanol sobre este anuncio de vacante o cualquier otra informacion sobre empleo en las Federal Railroad Administration (FRA), por favor llame a Francisco Gonzalez 202/493-6076. La FRA es un empleador con igualdad de oportunidad en el empleo, y que por medio de programas de accion afirmativa mantiene un ambiente multicultural. Todos los que soliciten recibiran igual consideracion, sin ninguna excepcion, por raza, color, religion, sexo, origin nacional, politica, inpedimento fisico o edad.